

Section 1B.1

TRAFFIC ENGINEERING WAIVERS

1B.1.1 DEFINITION

A waiver is required when an EDSM or another policy requirements are not met.

1B.1.2 PURPOSE

The purpose of this section is to define procedures to get a waiver approved.

An intradepartmental memo should state what is being waived, why a waiver is needed and what mitigation will be done. All necessary reports or documentation should be attached to the intradepartmental memo.

The intradepartmental memo shall be addressed to the Chief Engineer or the Traffic Engineering Division Administrator depending on who has been designated to approve the specific waiver.

There should be a routing slip attached to the memo with the following order of approvals:

1. District Administrator
2. Traffic Engineering Management Administrator
3. Traffic Engineering Division Administrator
4. Chief Engineer